

Regulations of the Establishment of the Departmental Curriculum Designing Group of the Department of English

Implemented with authorization of President of Wenzao on Dec,12th, 2013

- I.** To achieve the educational goals of the Department of English, the Departmental Curriculum Designing Group is established to design the curriculum of the Department.
- II.** The Departmental Curriculum Designing Group consists of 9 members. The members of the Group are elected by the full-time faculty of the Department through anonymous voting, along with the Head and Vice Heads of the Department as ex-officio members. The Head of the Department will be the Convener of the Group meeting. The elected members should have held full-time positions in the Department for at least one year. The members are elected for a term of one year. There are no restrictions on the re-election of members.
- III.** The duties of the Departmental Curriculum Designing Group include:
 1. designing the curriculum development of the Department
 2. designing the content of the Departmental Course Map, including course descriptions, course objectives, course-related career abilities, course-related advanced-study abilities, and students' yearly capacity indexes
 3. reviewing the uploaded course descriptions of the Department
 4. planning web-assisted courses of the Department
 5. reviewing applications of new courses of the Department
 6. reviewing long-distance courses of the Department
 7. designing the courses and rules of the minor program, the double-major program and the module programs of the Department
 8. designing the rules for waving courses of the Department
 9. reviewing the other major curriculum-related matters
- IV.** The Convener will call the meeting as needed, or be requested to call the meeting by a co-signed letter of at least half of the members. In order to conduct a meeting, a quorum of at least two thirds of the members must be present. Proposals are passed if half of the present members approve.
- V.** The members should not be absent from the meetings without asking for leave, and they cannot entrust others to act on their behalf.
- VI.** The Group may invite students, alumni, scholars, industrial experts and those who are related to the issues under discussion to attend meetings.
- VII.** The results of the Group meetings are to be sent to the Departmental Meeting of the Department of English for approval.
- VIII.** The regulations above and their amendments should be approved by the Departmental

Meeting of the Department of English, the Collegiate Meeting of the College of English and International Studies, and the President of Wenzao Ursuline University of Languages.